Wisconsin Parental Choice Program (WPCP)
Open Application Period Process

1. **Prior to start of the open application period:**

   a. Determine the number of choice seats available in each grade.

   b. Provide application information and required documents to interested parents/guardians.

2. **During the application period:**

   a. Receive student choice applications during a school's open application period as reported on the school's intent to participate form.

   b. For all students, receive student's residency documentation prior to the end of the open application period. For students completing the new student application who do not use the DOR income determination method, receive student's income documentation prior to the end of the open application period. For students using the DOR income determination method, complete the DOR verification in the Online Application System (OAS) prior to the end of the open application period.

   c. Determine whether the student meets the program eligibility requirements. Check each application. Use the DPI application checklist.

   d. Complete the application verification process via OAS and confirm that the appropriate documentation has been received. Note: No additional documentation may be received after the close of the application period in which the application is received. For the February 1 – April 20 open application period, schools will have until May 1 to complete the verification process.

3. **After the open application period:**

   a. WPCP schools should wait for further guidance from the DPI. Due to the program-wide WPCP student participation limit, WPCP schools should wait to receive notification from the DPI before conducting a random selection and before sending letters of acceptance or nonacceptance to program applicants.

4. **If directed by the DPI to do so, within one week after the end of the open application period and prior to the count date WPCP schools should:**

   a. Determine if more eligible applicants applied for a grade than seats available. If so, conduct a random selection according to the random selection agreement and determine the waiting list order.

   b. Send acceptance and nonacceptance letters to parents/guardians. If a student is placed on the waiting list, a letter of nonacceptance must be sent to the parent and should indicate the student's place on the waiting list.

For more information on open application period rules or important dates, please see "Optional Open Application Periods General Rules" and "Optional Open Application Periods-Dates" posted at http://sms.dpi.wi.gov/sms_pscp_registration.